

The instructions below will guide you through the preparation of the NSF Personnel Documents available in SciENcv.

These additional resources can also help you in preparing your personnel documents and using SciENcv:

- SciENcv Help Manual with step-by-step instructions
<https://www.ncbi.nlm.nih.gov/books/NBK154494/>
- [Video](#) – About SciENcv, How to Set Up an Account, How to Prepare Personnel Documents
- NSF Senior Personnel Documents Requirements
<https://new.nsf.gov/funding/senior-personnel-documents>

Access SciENcv by visiting <https://www.ncbi.nlm.nih.gov/sciencv/>

Select one of the login options. If you already have an NSF or NIH account, you can use these to access SciENcv. Users will be automatically redirected back to the My NCBI homepage after your login to those external sites is successful.

NIH National Library of Medicine
National Center for Biotechnology Information

SciENcv: Science Experts Network Curriculum Vitae
A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

About SciENcv
[Background Information](#)
[Help Documentation](#)

Developer Tools
[Data Documentation](#)
[Data Schemas](#)

Log in

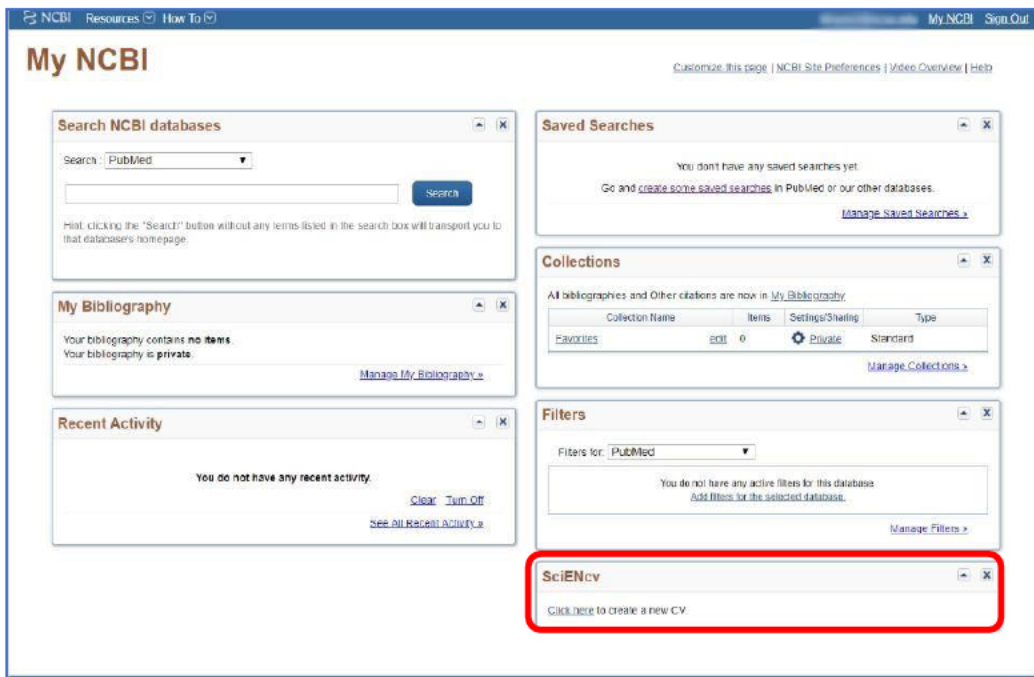
eRA Commons National Science Foundation

More Options

[Forgot your username/password?](#)

How to Create and Manage SciENcv Documents

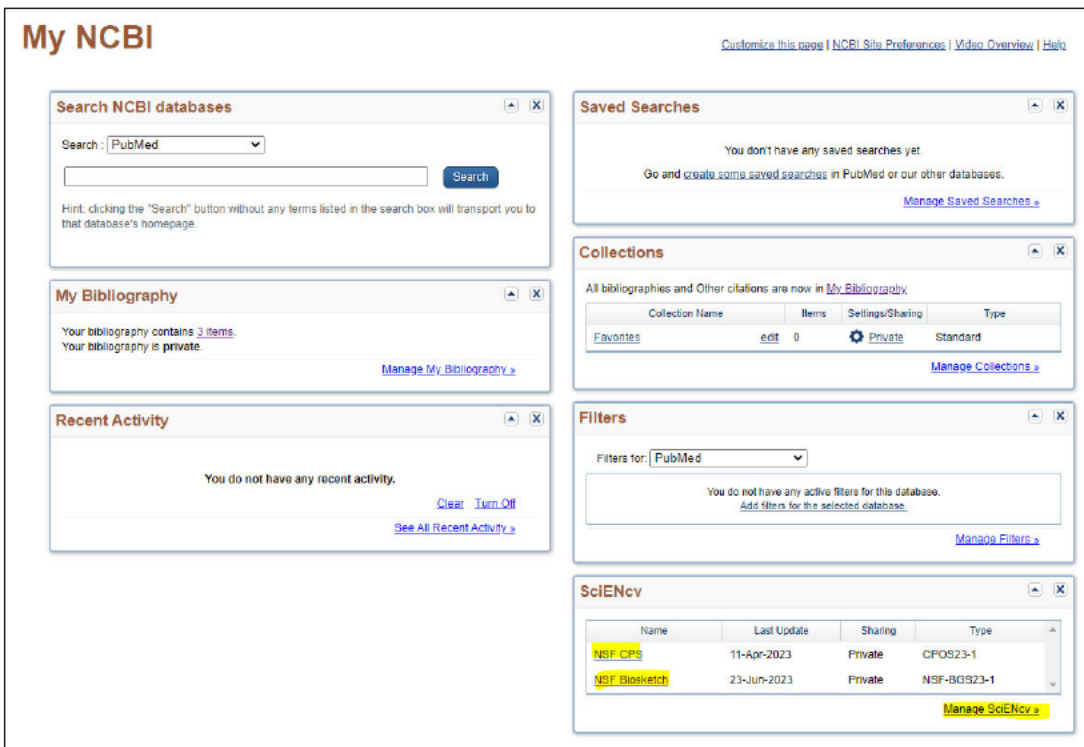
For new users who have not previously created documents in SciENcv, there will be a “Click here to create a new CV” link in the MY NCBI Portal.



The screenshot shows the My NCBI portal interface. The SciENcv section is highlighted with a red box and contains the following text:

SciENcv
Click here to create a new CV

Returning SciENcv users will see links in the portal to their previously created documents. To work on an existing document, you can click on the document name listed in the SciENcv portal or select the “Manage SciENcv” button in the lower right-hand corner of the screenshot below.



The screenshot shows the My NCBI portal interface for a returning user. The SciENcv section displays a table of existing documents:

Name	Last Update	Sharing	Type
NSF_CPS	11-Apr-2023	Private	CPOS23-1
NSF_Biosketch	23-Jun-2023	Private	NSF-BGS23-1

Below the table is a **Manage SciENcv** button.

After clicking “Manage SciENcv” users will be able to click “Create New Document” to prepare either a new NSF Biographical Sketch or Current and Pending (Other) Support document.



Please note, you will be asked to select which document type you are creating. **Be sure to select the appropriate document type (i.e., NSF Biographical Sketch or NSF Current and Pending (Other) Support), as the “NIH Biosketch” is selected by default.** Users can also select a previously created document to modify, or you can use your ORCID (see instructions later in this document) or eRA Commons accounts to start a new document.

The 'Create a New Document' form contains the following sections:

- Document name:** A text input field with the instruction: "Enter a name to help you to identify this document."
- Format:** Radio button options: NIH Biosketch (selected), NIH Fellowship Biosketch, NSF Biographical Sketch, NSF Current and Pending (Other) Support, and IES Biosketch. Instruction: "Select a format for this document."
- Choose data source:** Radio button options: Start with a blank document (selected), Existing Document: NSF CPS (dropdown), and External source: eRA Commons (dropdown). Instruction: "Your eRA Commons account is linked to SciENcv."
- Sharing:** Radio button options: Private (selected) and Public. Instruction: "You can change the shared settings at any time."

Buttons for 'Create' and 'Cancel' are located at the bottom right.

Once you select a document to create, SciENcv will include instructions on populating the appropriate sections.

Biographical Sketch:

Add Professional Preparation:

My NCBI » SciENcv » NSF Biosketch 2 SciENcv: [About](#) | [Using](#)

Profile name: NSF Biosketch 2 [[Edit](#)] **Download:** [PDF](#)

Profile type: PAPPG Chapter II (nsf.gov) [NSF Biographical Sketch Instructions](#)

Last Updated: 26 June 2023

Sharing: Private

Biographical Sketch

The Biographical Sketch is used to assess how well qualified the individual, team, or organization is to conduct the proposed activities. A Biographical Sketch (limited to three pages) must be provided separately for each individual designated as senior personnel.

Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award.

Inclusion of additional information beyond that specified below the Biographical Sketch. This includes items such as: home address; marital status; personal hobbies; and the like. Such personal information is not to be included in the Biographical Sketch. NSF is not responsible or in any way liable for the release of such information.

[Biographical Sketch Instructions](#)

NAME [[Edit](#)]
██████████

ORCID ID
<http://orcid.org/0009-0002-2331-1875>

A. PROFESSIONAL PREPARATION - (see PAPPG Chapter II)

Provide a list of the senior person's professional preparation (e.g., postdoctoral and fellowship training, as applicable, listing each entry in reverse chronological order by start date). You have not listed any degree or training. Please [add one](#).

Professional Preparation ✕ * required field

This entry is Degree Training

Organization: *

City: *

State/Province: *

Country: *

Degree: * Choose a degree ▼

Field of Study: *

From: To: *

Add Appointments and Positions:

Provide a list of the senior person's professional preparation (e.g., postdoctoral and fellowship training, as applicable, listing each entry in reverse chronological order by start date). You have not listed any degree or training. Please [add one](#).

B. APPOINTMENTS AND POSITIONS - (see PAPPG Chapter II)

Provide a list, in reverse chronological order by start date, of beginning with the current appointment (including the associated professional, or institutional position whether or not remunerated).

With regard to professional appointments, senior personnel should list their current appointment (including the associated professional, or institutional position whether or not remunerated).

You have not listed any employment. Please [add one](#).

Appointments and Positions ✕ * required field

From: * To: (leave blank for present positions)

Appointment or position title: *

Organization: *

[add a level](#)

City: * State/Province: *

Country: *

Use this entry as the position title and current employment

Add Products:

When you click on the “Select citations” link, you will have the option to select from citations listed in My Bibliography (this is an NCBI tool available on the NCBI dashboard; see screenshot below) or ORCID (see instructions at the end of this document). You also have the option of editing author lists (for example, to stay within page limits) by selecting the “Edit authors” list after each citation for ORCID entries.

C. PRODUCTS -(see PAPPG Chapter II.D.2.h(i)(a))

Provide a list of: up to five products most closely related to the proposed project; and (ii) up to five other significant products, whether or not related to the proposed project that demonstrate the senior person's qualifications to carry out the project as proposed.

Senior personnel who wish to include publications in the products section of the Biographical Sketch that include multiple authors may, at their discretion, choose to list one or more of the authors and then "et al" in lieu of including the complete listing of authors' names.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

You have not included any product in this section.

OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT [[Select citations](#)]

You have not included any product in this section.

PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT [[Save citations](#)]

You have not included any product in this section.

My Bibliography | [ORCID](#) | Edited

Sort by: Publication date | Select: None | 0 item(s) selected | [Refresh the list from ORCID](#) | unchecked entries are hidden from display

<input type="checkbox"/>	[REDACTED]	Edit authors
<input type="checkbox"/>	[REDACTED]	Edit authors

My Bibliography Access:

At the top of most pages in SciENcv, you can see the link to the My NCBI dashboard where you will find "My Bibliography."



My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

Search NCBI databases

Search: PubMed

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

My Bibliography

Your bibliography contains [3 items](#).
Your bibliography is **private**.

[Manage My Bibliography »](#)

Recent Activity

Time	Database	Type	Term
------	----------	------	------

Saved Searches

You don't have any saved searches yet.
Go and [create some saved searches](#) in PubMed or our other databases.

[Manage Saved Searches »](#)

Collections

All bibliographies and Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
Favorites	edit 0	Private	Standard

[Manage Collections »](#)

Filters

Filters for: PubMed

Add Synergistic Activities:

D. SYNERGISTIC ACTIVITIES - (see PAPPG Chapter II.D.2.h(i)(a))

Provide a list of up to five distinct examples that demonstrates the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

Synergistic activities must be specific and must not include multiple examples to further describe the activity. Examples with multiple components, such as committee member lists, sub-bulleted highlights of honors and prizes, or a listing of organizations for which the individual has served as a reviewer, are not permitted.

You have not yet provided an example. Please add one using the link below.

[add another entry](#)

Current and Pending (Other) Support:

Add the required Identifying Information:

NSF Current and Pending (Other) Support

[VIEW DRAFT](#)

[DOWNLOAD PDF](#)

Current and Pending (Other) Support information is used to assess the capacity of the individual to carry out the research as proposed and helps assess any potential scientific and budgetary overlap/duplication, as well as overcommitment with the project being proposed.

Current and Pending (Other) Support must be provided separately for each individual designated as senior personnel. Senior personnel include the individuals designated by the proposer/awardee organization and approved by NSF who contribute in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with an NSF award. Senior personnel must prepare, save, certify, and submit these documents as part of their proposal via Research.gov or Grants.gov.

Senior personnel are required to disclose contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if an individual receives direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Senior personnel must also report other foreign government sponsored or affiliated activity. Note that non-disclosure clauses associated with these contracts are not acceptable exemptions from this disclosure requirement.

[Current and Pending \(Other\) Support Instructions](#)

Identifying Information, Organization and Location* [EDIT](#)

In this section, disclose the information requested regarding the individual and their associated organization and location. All fields are required unless otherwise noted.

Title: NSF CPS

Last updated: April 11, 2023

Name: [REDACTED]

Position Title: [REDACTED]

Southern Illinois University
Carbondale, Illinois, United States

Add Current and Pending Support:

When you click on "Add Project/Proposal," a form will pop up to enter all the details.

Project/Proposal Summary

In this section, disclose ALL existing projects, as well as all projects currently under consideration for funding, in accordance with the definitions for "current" and "pending" below. Unless otherwise specified, there is no page or character limit. A separate submission must be provided for each active project/pending proposal using the format specified below.

All fields are required unless otherwise noted.

The Status of Support types are defined as:

Current – all ongoing projects, or projects with ongoing obligations, from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

Pending – any proposal currently under consideration for funding (including this proposal) from whatever source irrespective of whether such support is provided through the proposing organization or is provided directly to the individual.

[+ ADD PROJECT/PROPOSAL](#)

Project/Proposal Title	Source of Support	Status of Support	Total Award Amount	Support Start Date	Edit	Delete
Test Title 1	Agency	Current	\$5,000	Jan 2023		
Test Title 2	Agency	Pending	\$10,000	Jan 2024		

Project/Proposal

Project/Proposal Title *

Status of Support *

Current Pending

Proposal/Award Number (if available) Source of Support *

Primary Place of Performance * Total award amount *

Enter as USD. (Include Indirect Costs)

Project/Proposal Start Date * Project/Proposal End Date *

Person Month(s) (or Partial Person-Months) Per Year Committed to the Project

Year * Person Months *

[+ ADD YEAR](#)

Overall Objectives *

[CANCEL](#) [SAVE & ADD ANOTHER ENTRY](#) [SAVE](#)

Certification

Upon downloading your documents, you certify that the information provided is accurate, current, and complete. SciENcv will produce NSF-compliant PDF versions of the biographical sketch and current and pending (other) support information. Proposers will then have to save these documents and submit them as part of their proposals in the relevant submission portal (research.gov, grants.gov). SciENcv will not automatically link to these systems.

Certification

[DOWNLOAD PDF](#)

By downloading this document, senior personnel are required to certify that the information provided is accurate, current, and complete.

Adding a Delegate

If needed, any SciENcv account holder can set up one or more delegates for their account. Once a delegate has accepted their invitation, the delegate(s) can view, edit, and create profiles in the original account holder's SciENcv. However, they cannot certify/download the documents. Only the account holder can certify and download the documents.

To send a delegate request:

1. Select your username in the top-right corner of the screen to access the Account Settings page
2. Under "Delegates," select "Add a delegate"
3. Enter your delegate's email address and select "OK"

To accept a delegate request:

1. Check your email for the delegate request. If you haven't received the request email, be sure to check your spam folder – the email comes from myncbi@ncbi.nlm.nih.gov.
2. Use the link in the delegate request email to accept and confirm the delegation. Note that if you don't already have a SciENcv account, you will need to create one.

The screenshot displays the NCBI Account Settings page. At the top, the NIH logo and "National Library of Medicine" are visible. The page title is "My NCBI > Settings". The main content area is titled "NCBI Account Settings" and includes sections for "Email", "NCBI Account", "Linked accounts", and "Delegates".

- Email:** Shows the email address [redacted]@siu.edu (confirmed) with a "Change" button. A note states: "This email is used for delivery of saved searches."
- NCBI Account:** Includes the instruction "Your Username is the email address of the 3rd-party account you used to register your NCBI Account." and a text input field for the username, currently containing [redacted]@siu.edu.
- Linked accounts:** Lists "NSF (National Science Foundation) Researcher Login, USA" with a link to [redacted]@siu.edu and "eRA Commons" with a link to [redacted]@siu.edu (currently signed in via this method). It also shows an ORCID ID [redacted]875 with a "Change" button.
- Delegates:** A section with the heading "Delegates" and the text "You can add delegates to help you manage your bibliography and/or SciENcv profiles." with a link to "Add a Delegate".

In the top right corner, there is an "ACCOUNT" dropdown menu with the following options: "Logged in as: [redacted]@siu.edu", "Dashboard", "Publications", "Account settings" (highlighted in yellow), and "Log out".

Using ORCID and linking it to SciENcv

Researchers are encouraged to obtain an ORCID iD (Open Researcher & Contributor ID) to help them prepare NSF documents using SciENcv. An ORCID iD is a free *persistent digital identifier* that distinguishes you from every other researcher. [ORCID](#) is a space to collect all of your scholarly works, from traditional articles to art works and dance performances to datasets and more.

[Register](#) for an ORCID iD.

[Linking](#) your ORCID account in SciENcv will import your profile information and publication data into your SciENcv profile.

Click on your username in the upper right corner of SciENcv. Select Account Settings. Under *Linked Accounts*, click on the *Change* button. This will give you options to link to third-party accounts including ORCID.

NIH National Library of Medicine
National Center for Biotechnology Information

My NCBI > Settings

NCBI Account Settings

Email

██████████@siu.edu (confirmed)
This email is used for delivery of saved searches. [Change](#)

NCBI Account Your Username is the email address of the 3rd-party account you used to register your NCBI Account.

Username: ██████████@siu.edu

Linked accounts You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

NSF (National Science Foundation) Researcher Login, USA ██████████@siu.edu
eRA Commons ██████████@siu.edu (currently signed in via this method)

ORCID ██████████ 1875 [Change](#)

Delegates

You can add delegates to help you manage your bibliography and/or SciENcv profiles.
[Add a Delegate](#)

API Key Management

[Create an API Key](#)

E-utils users are allowed 3 requests/second without an API key. Create an API key to increase your e-utils limit to 10 requests/second. Contact our [help department](#) if you need higher throughput. Only one API Key per user. Replacing or deleting will inactivate the current key. Use this key by passing it with

ACCOUNT X

Logged in as: ██████████@siu.edu

[Dashboard](#)

[Publications](#)

[Account settings](#)

[Log out](#)

You can also link your ORCID iD to your SciENcv profile on the home page. Click on the *edit* button to see options for your “mini profile.”

My NCBI » SciENcv SciENcv: [About](#) | [Using](#)

[Redacted]
[http://orcid.org/\[Redacted\]1875](http://orcid.org/[Redacted]1875) [edit](#)

SciENcv documents [Edit](#) [Create New Document](#)

Last Update	Name	Type	Sharing
11-Apr-2023	NSF CPS	NSF Current and Pending (Other) Support	Private
23-Jun-2023	NSF Biosketch	NSF Biographical Sketch	Private
11:52 AM	NSF Biosketch 2	NSF Biographical Sketch	Private
11:54 AM	NSF Biosketch 3	NSF Biographical Sketch	Private

[Create New Document](#)

Edit Mini Profile ✕

This profile is a quick way to tell people who you are. It will be treated as public information and may also appear in other places.

Required Information

* required field

First Name: *

Last Name: *

Name displayed as:
Add credentials, if desired. E.g., Jack Doe, PhD

Title / Department:

Institution / Company:

Optional Information

ORCID iD: [http://orcid.org/\[Redacted\]1875](http://orcid.org/[Redacted]1875)

NSF ID: [Add your NSF ID to this profile?](#)